

Guidance for Electronic Submission of Article 31(18) Plans

Beginning with the 2008-2009 school year, all Article 31(18) Plans and Budget Pages are to be submitted electronically according to the following guidance on or before **June 1, 2009.**

School and District Professional Development Plans

Continuation Plans – School Based; Form A – New Series/Activity (School Based)

Continuation Plans – District Based; Form B – New Series/Activity (District Based)

- All Article 31(18) Plans should be completed as Word Documents
- Each individual series/activity School and District Article 31(18) Plan should be created as a separate Word Document
- Word Documents should be titled by the name of district, school (if school-based plan), type of plan, and school year
 - Ex. Barrington – Barrington High School – Form A – 2008-2009
 - Ex. Bristol Warren – Continuation District Based – 2008-2009
 - For 2009-2010, title all plans “Revised for 2009-2010”
- School Improvement Plans and District Strategic Plans should be included in the submission as separate electronic documents
- Districts should collect all school and district Article 31(18) Plans and SIP/DSP plans and submit electronically to
Andre.audette@ride.ri.gov

School and District Budget Pages

Form C – School Based; Form D – District Based

- All Article 31(18) Budget Page information should be completed as Word Documents
- Signature Pages should be completed manually with appropriate signatures
- Each District and School should submit one District Budget Page/Signature Page and a separate School Budget Page/Signature Page for each school
- Districts should collect all School and District Article 31(18) Budget Pages/Signature Pages and Fax (or mail) as one packet to the RIDE Office of Educator Quality and Certification, 401-222-2048